

**CITY OF MOORE**  
**BID #1314-014**  
**“PUBLIC WORKS MAINTENANCE”**

**The City of Moore** is currently receiving proposals from interested parties for the contracting of public works projects including, but not limited to: Various professional services such as surveying, planning, budgeting, implementation and, completion of such projects as municipal street improvements and repairs, park improvements, drainage improvements, sidewalk replacement, excavation, snow, ice, trash and debris removal, right of way maintenance and mowing, emergency services, and any special projects as deemed necessary by the City of Moore or The Moore Public Works Authority (hereinafter referred to as the City of Moore). The Contractor will provide a lump sum quote for a base crew as described below and hourly labor rates for additional employees as needed. The Contractor must also quote various equipment rental costs as necessary for use by the contracted public works department.

**1. Eligibility of the Contractors**

The contractors shall be currently pre-qualified contractors with Oklahoma Department of Transportation, and shall be good standing with the City of Moore. Contractors shall include in the bid packet: a current financial statement, description of their company’s capabilities, their qualifications to perform this type of work, and a list of at least three references for which they have performed this type of work. The City of Moore will evaluate all proposals received and does reserve the right to waive any informalities or irregularities and select the proposal that best suits the needs of the City of Moore.

**2. Insurance Requirements**

Bidders will be required to meet insurance requirements of not less than the following limits;

General Liability	\$5,000,000.00
Auto Liability	\$1,000,000.00
Excess Liability	\$1,000,000.00

The City of Moore will be required to be named as additional insured on all policies.

**3. Description of work**

The work will consist of: Assistance in planning, budgeting, the implementation and completion of municipal projects including but not limited to street repairs, asphalt paving, concrete paving, park improvements, drainage improvements, sidewalk replacement, excavation, snow, ice, and debris removal, right of way maintenance, emergency response calls, emergency projects and special projects as deemed necessary by the City of Moore. The contractor will be required to provide cost estimates on specific projects and cooperate with the city in meeting these

estimates. The City of Moore reserves the right to use other contractors, or its own forces to perform portions of this work, and will utilize the contractor's services solely at the discretion of The City of Moore. The City of Moore does not guarantee any specific amount of work above the base contract amount.

#### **4. Basic Bid Proposal**

The Contractor will provide a special crew or unit to the City of Moore consisting of a senior project manager, (charged hourly as necessary) a project superintendent and a minimum of four employees that are fully experienced in the construction of streets and public works projects. The full time employees will be allowed two weeks of paid vacation by the City of Moore and holiday pay for those holidays that are recognized by The City of Moore. Over time for these employees will be paid, but will need to be approved in advance by The City of Moore. Extra manpower is to be provided by the contractor on an as needed basis, based on contract unit costs per hour. Two employees shall be on call 24hrs per day as needed for emergency situations such as repairs, accident clean-ups, etc. The on call employees shall have response time of thirty minutes to respond to an emergency call out. (All employees will be required to meet all of the labor requirements listed in the labor section below)

This proposal shall include a minimum 40 work hours for each of the five employees (all well trained as equipment operators, and knowledgeable in concrete and asphalt repairs,) and a Project Superintendent, plus an hourly rate for the project manager and engineer.

The contractor shall also provide in the base proposal:

Three vehicles,

- One 1 ton crew truck
- One ¾ ton pickup
- One 4 wheel drive pickup
- Two tandem axle trailers to move the equipment

This equipment shall all be late model, clean and in good operating condition. The contractor shall also provide its own tools, fuel, safety equipment, communications equipment, and manually operated tools, local office, and office equipment. The Contractor will also be required to provide certain heavy equipment as listed later in this document.

#### **5. Contract Term**

The term of this agreement shall be (5) years and shall commence with the signing of the contract. This agreement will be reviewed annually and approved by the City of Moore and the Moore Public Works Authority for continuance. After the initial term of the Contract, it may be renewed by the City and the Contractor for additional ( 1 ) years terms upon the same terms and conditions set forth in the bid documents, up to maximum of (5) annual extensions, by executing a written renewal agreement between the parties. The renewal agreement is to be completed 60 days before the contract expires.

A default shall occur on the part of the Contractor if any proceeding is instituted by or against the Contractor seeking to adjudicate a bankruptcy, insolvency, seeking liquidation, or any law relating to bankruptcy, or insolvency, or if Contractor shall admit its inability or fails to pay its debts generally or at any time should fail, refuse or neglect to supply enough properly skilled workmen or proper materials, or if he should fail to make prompt payments to subcontractors of the Contractor for materials or labor, or disregard laws, ordinances or the instructions of the City of Moore, or otherwise be guilty of a substantial violation (default) of any provision of this Agreement which Contractor shall have failed to address promptly after service of 24 hours of written notice thereof by the City of Moore. The City may, without prejudice to any other right or remedy, terminate the employment of Contractor for Contractor's default with and take possession of the work and of all materials, and finish the work by whatever method the City of Moore may deem expedient. In such case, Contractor shall not be entitled to receive any further payment from the City of Moore.

The City of Moore or the Contractor may also terminate the contract for convenience with 90 days written notice to each party.

## **6. Labor Requirements**

- A. The contractor shall submit resumes of the proposed project manager, the superintendent, and the employees for the base crew. If the contractor has a licensed engineer or surveyor on staff or a contractual agreement for services with an engineering or surveying firm, please submit those qualifications and hourly costs as well. The project superintendent shall have a minimum of 10 years, of verifiable experience in heavy road construction or municipal public works. He or she shall have passed a course in highway safety and traffic control, and speak English fluently. The equipment operators shall have a minimum of five years of verifiable experience in heavy road construction or municipal public works and also speak English fluently.
- B. The Contractor's labor wages should meet or exceed Davis / Bacon prevailing wages and shall be based on: General Wage Decision OK 1140022. (Attachments included are: Form 4010 and OK 14022). Labor rates shall be in conformance with the above standards on any project that incorporates direct federal funding to a City of Moore project. Contractors will be required to submit weekly certified payrolls documenting these payroll payments.
- C. The contractor shall include in his proposed costs: providing wage reports as required by the city including all: wages, taxes, work comp insurance, health insurance, vacation pay and all fringe benefits. The employees should be highly skilled and capable. The City of Moore will require pre-employment and random drug screens of these employees. The City of Moore will also require that the employees submit to background checks for felony convictions, sex crimes, and US resident status. The contractor will be required to remove and replace any employee that does not pass the background checks, drug tests, or perform to the satisfaction of the City of Moore.

## 7. City owned Equipment

It is also probable that contractor's employees will, at times operate equipment that is the property of the City of Moore. (In the case of motor vehicles, the employees shall have applicable licenses, to operate these vehicles and driving histories that do not contain any DUIs, or DWIs in the last 3 years or exceed 3 points on the Oklahoma D.M.V.) The contractor will have to maintain reasonable care and prudence while in control of the City of Moore's equipment, and it is agreed that the contractor will not be responsible for damages to the City of Moore's equipment caused by normal wear and tear. The contracted employees will do minor maintenance and service work on the City of Moore's equipment, provided the City of Moore provides necessary parts and supplies. The City of Moore agrees to maintain physical damage insurance on its equipment in the case of loss, including, but not limiting to, vandalism, theft, fire, collision, or natural disaster. The Contractor agrees to maintain the liability insurance on the City of Moore's equipment while the equipment is in the control of the contractor.

## 8. Base Proposal

**Provide the five man crew, and required crew equipment. (Amount per year)**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Which will paid 1/ 12 monthly)

## 9. Labor Rates

**(Hourly)**

### Staff Engineer

Licensed civil engineer in the state of Oklahoma  
(If the contractor is using the services of engineering  
firm. Please provide the name of the firm below)

\$ \_\_\_\_\_

### Senior project manager.

Works with city staff and engineers to plan and budget projects.  
This person will attend regular meetings with the city staff and address  
the city council at scheduled meetings as necessary.

\$ \_\_\_\_\_

### Licensed Surveyor and field crew

\$ \_\_\_\_\_

### Project Superintendent

Project supervision on site  
Liaison with city / (operates equipment. as needed)

\$ \_\_\_\_\_

**Equipment operator:** Dozer, loader, grader, \$ \_\_\_\_\_  
(Specialized or fine grade type operators, CDL drivers)

**Laborer:** supplied with work crew, cost per hour. \$ \_\_\_\_\_  
(Manual labor, picking up trash, cutting weeds, shove wok, traffic control, etc.)

**Concrete Finishers:** Concrete labors trained in concrete placement and form work as needed for misc. projects. \$ \_\_\_\_\_

## 10. Concrete paving repairs

**Concrete:** 3500 lb Ready mix concrete ODOT approved  
High early strength

Concrete paving repair prices shall include the cost of the concrete, dowel bars at all joints, and installation of dowel bars into existing paving when replacing failed concrete street panels. This work shall be accomplished by a secondary crew that will be paid on a measured quantity, unit cost basis. (Sawing and sealing of new panels should also be included in the costs.) The removal of the failed paving shall be performed by the employees contracted in the base proposal.

(Please also reference standard City of Moore Specifications)

This work will consist of repairs to and paving of, roads, alleys, etc. The contractor should be aware that the paving of many streets will have to be coordinated to allow public access to businesses and homes. This cost shall include all incidental items and labor necessary to install the pavement. The contractor will be required (upon request from the City of Moore) to provide samples of the concrete for strength testing and cut cores for assurance testing by an independent lab employed by the City of Moore. The contractor shall be responsible for replacing any areas that fail the tests.

## 11. Unit costs for concrete paving

100 to 200 SY 6" depth \$ \_\_\_\_\_

100 to 200 SY 8" depth \$ \_\_\_\_\_

100 to 200 SY 10 " depth \$ \_\_\_\_\_

201 to 500 SY 6" depth \$ \_\_\_\_\_

201 to 500 SY 8" depth \$ \_\_\_\_\_

201 to 500 SY 10" depth \$ \_\_\_\_\_

500 to 1000 SY 6" depth	\$ _____
500 to 1000 SY 8" depth	\$ _____
500 to 1000 SY 10" depth	\$ _____
Integral curb per lf	\$ _____
Curb & Gutter less than 100 lineal feet (6" curb 24" gutter)	\$ _____
Over 100 lineal feet in one location	\$ _____
Sidewalks 4" thickness (less than 100 SY per location)	\$ _____
Sidewalks 4" thickness (More than 100 SY per location)	\$ _____

## 12. Unit costs for Asphalt paving

Smaller asphalt repairs or pot hole type repairs shall be performed by the employees contracted in the base proposal; larger repairs would be performed by a secondary crew provided by the contractor. The larger asphalt repairs and any necessary asphalt paving shall be performed in a workman like manner as prescribed by current ODOT specifications with materials specified below. The machinery shall be in good repair and conform to the following;

**Asphalt paver** Minimum weight 34,000 lbs., paving width 10 to 20 feet width, with automatic grade and slope controls.

**Asphalt roller** (Minimum of two rollers), with a weight of 30,000 lbs. double drum, vibratory type

**Pneumatic roller** Minimum weight of 18,000 lbs. 9 tires for asphalt finishing

This work will consist of repairs to and paving of, roads, alleys, etc. The contractor should be aware that the paving of many streets will have to be coordinated to allow public access to businesses and homes. The asphalt paving will be paid for on a unit cost per ton in place. This cost shall include all incidental items and labor necessary to install the pavement. The contractor will be required (upon request from the City of Moore) to cut cores for assurance testing of thickness, composition, and density by an independent lab employed by the City of Moore. The contractor shall be responsible for replacing any areas that fail the tests.

**Labor and equipment only. For installation of asphalt pavements**

100 tons per day minimum	\$ _____	Per ton in place
101 to 200 tons per day	\$ _____	
201 to 400 tons per day	\$ _____	
401 to 700 tons per day	\$ _____	
701 tons and over per day	\$ _____	

**Track less tack coat**

Cost per gallon in place \$ \_\_\_\_\_

**Oil and Chip Surfacing of Roadways (2,500 SY Minimum)**

**Single Bituminous Surface:** Primed with AEP on new construction and 3/8 insoluble chips, with CRS2S oil installed to ODOT specifications.

Cost per sy \$ \_\_\_\_\_

**Double Bituminous Surface;** Primed with AEP on new construction and 5/8 insoluble chips first layer and 3/8 insoluble chips surface layer with CRS2S oil to ODOT specifications.

Cost per sy \$ \_\_\_\_\_

The contractor may (but is not required to) submit below, a quote for the manufacture and delivery of asphalt materials with the proposal. The City of Moore reserves the right to take alternates bids for the asphalt materials or purchase them off state or county bids.

**All asphalt products must conform to or exceed current City of Moore specifications and is subject to the latest ODOT specifications including section 411 and 708 and special provision: 109.12. The approved materials shall conform to the following:**

**FOB Plant Site**

<b>Asphalt (Type S-3)</b>	<b>Per ton</b>	\$ _____
<b>Asphalt (Type S-4)</b>	<b>Per ton</b>	\$ _____
<b>Asphalt (Type S-5)</b>	<b>Per ton</b>	\$ _____

(The contractor shall submit a mix design prior to its use, and all mixes shall have less than 25% RAP and PG 64-22 oil)

**Freight for asphalt delivery within the City of Moore** \$ \_\_\_\_\_

(14 ton minimum load shall apply)

### **13. Additional Services**

There may be additional items or services that are necessary or incidental to complete projects that the Contractor has underway for the City of Moore. The Contractor shall use its best efforts to obtain the best quality materials at the best price available that fit the budget requirements set forth by the City of Moore. The Contractor must obtain prior authorization before purchasing any additional materials or services not named in these bid items. The contractor must provide documentation of the quotes for these materials and the final costs of these materials, services or supplies monthly for payment by the City of Moore. These costs shall be billed at their actual cost to the City of Moore with no more than an eight percent markup to cover the contractors handling costs. The City of Moore may also elect to furnish materials from other bidders or sources such as county or state contracts.

### **14. Rate Schedule Adjustments**

The contract rates may be adjusted, once per year on the contract anniversary date, at which time the contractor and the City of Moore may negotiate rate adjustments, to compensate for cost increases in materials, fuel, insurance etc. These material adjustments must be documented to the full satisfaction of the City of Moore. Labor rate adjustments or cost of living increases for labor may not exceed the U.S. Labor Department's U.S. City Average South West Region C.P.I. for the immediately preceding calendar year. If the Contractor and the City of Moore cannot agree on the amount of a contract renewal, the Contractor or the City of Moore may elect to terminate the contract. If the parties elect to terminate the agreement the contractor shall be bound to complete any projects currently under construction or for a term of no longer than 90 days at the discretion of the City of Moore at the current contract rates.

### **15. Hourly Rental Equipment**

**The Contractor agrees** to provide construction equipment at the following rates when operated by the contractor's employees, or City of Moore employees. The cost of the equipment should include fuel and all necessary accessories. The equipment specified below, will be delivered within the Moore City limits, with fuel provided and all necessary attachments. All equipment will be late model, equipped with all necessary OSHA prescribed safety equipment, be neat in appearance and be in good operating condition. If small equipment such as weed eaters, plate compactors, etc. is needed, they will be provided by the City of Moore or provided by the contractor at a negotiated price by the City staff and the contractor. Do not include labor costs in this item. (An eight hour minimum will apply for the first 24 hour day, and actual usage will apply after the first eight hours)

Please quote on the items that apply to your company those with an (\*) asterisk are mandatory.

**Hourly Equipment Rates**

**\*Road Grader**

200 HP equipped with a  
14 foot blade and a ripper attachment

\$ \_\_\_\_\_

**\*Front End Loader**

3 cubic yard with rubber tires

\$ \_\_\_\_\_

**\*Soil Compactor**

Self propelled, vibratory pad foot  
84" drum width.

\$ \_\_\_\_\_

**\*Water Truck**

3000 gallon tandem axle,  
with pressure spray system

\$ \_\_\_\_\_

**\*Dump trucks**

12-14 cubic yard, tandem axle

\$ \_\_\_\_\_

**\*Semi Trailer End Dumps**

25 cubic yard

\$ \_\_\_\_\_

**Track mounted backhoe**

Weight class 90,000 lbs

\$ \_\_\_\_\_

**\*Track mounted backhoe**

Weight class 60,000 lbs

\$ \_\_\_\_\_

**Scrapers (elevating or pan)**

\$ \_\_\_\_\_

**Please describe your equipment below;**

\_\_\_\_\_

**\*Skid Steer loader**

Bobcat 853 or equal  
with bucket, broom, and milling attachment

\$ \_\_\_\_\_

**\*Road Reclaimer**

Bomag MPH 362R or equal

\$ \_\_\_\_\_

**CMI RS 500 Reclaimer or equal** \$ \_\_\_\_\_

**\*Backhoe / Mini track-hoe**  
Case 580K or equal \$ \_\_\_\_\_

**Street Sweeper**  
Truck mounted vacuum type,  
with gutter brooms and water  
system for dust control \$ \_\_\_\_\_

**Bulldozer**  
Cat D-7 or equal \$ \_\_\_\_\_

**\*Bulldozer**  
Cat D-6 or equal \$ \_\_\_\_\_

**\*Bulldozer**  
Cat D-3 or equal \$ \_\_\_\_\_

**\*Grade-all or Excavator with rubber tracks**  
For cleaning ditches. \$ \_\_\_\_\_

**Truck Mounted Tree Spade 60 inch** \$ \_\_\_\_\_

**\*Milling Machine** \$ \_\_\_\_\_  
Minimum profiling width 7 feet,  
self loading. If quoting larger machine,  
please specify type.

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**\*Tractor loader / Box Blade** \$ \_\_\_\_\_  
Case 580 LL or equal

**\*Salt & Sand Distribution truck with plow** \$ \_\_\_\_\_  
15 ton capacity (Min two required)

**\*Tractor Mower Bat-Wing configuration** \$ \_\_\_\_\_  
**90 horsepower minimum**

**\*Extra crew trucks as needed (Per Day)** \$ \_\_\_\_\_  
**¾ ton P.U. inclusive of all costs**

## 16. Other commonly used materials delivered in the City of Moore.

### Aggregate Base Rock

For base repairs, 1 ½ crusher run material

Cost per ton \$ \_\_\_\_\_

### Recycled concrete base rock

\$ \_\_\_\_\_

### Rip Rap Stone

18" size ODOT specs.

\$ \_\_\_\_\_

### Solid sod

Per square yard installed

\$ \_\_\_\_\_

### Cement Kiln Dust

For soil stabilization

\$ \_\_\_\_\_

### Sand for ice control

Delivered to the city yard

\$ \_\_\_\_\_

### Salt for ice control

Delivered to the city yard

\$ \_\_\_\_\_

### Bond Rates per Thousand Dollars

(For maintenance bonds if required)

\$ \_\_\_\_\_

## 17. Emergency Services

When authorized by the City of Moore, the Contractor shall provide: Equipment, fuel, tools, barricades, and manpower to assist the City of Moore in cases of flood, wildfire, storms, accidents, natural disasters, or any occurrence deemed to need expeditious or emergency action by the City of Moore. The Contractor shall be paid for this work at the hourly rates above. If the contractor must procure specialized or emergency equipment on the City of Moore's behalf, the contractor shall be allowed a ten percent markup on the actual costs with acceptable documentation being provided to the city.

### Trash and Debris Removal

Trash and debris removal consists of labor, equipment, land fill costs, and trucking necessary to remove trash and debris from public property and right of ways after natural disasters. This may consist of trash or debris from ice storms, wind storms, tornadoes, floods, traffic accidents, and other manmade or natural events.

**This proposal should include the following items in the cost:**

**Day to day management of the debris removal process:**

- Provide a debris pick up plan, with zone maps and estimates of debris in each zone.
- Provide a pre clean up video of the area including the surface condition of the streets.
- Provide for a system of fleet management for debris crews and trucks including signage that clearly identifies each crew and truck working in the City of Moore.
- Full time project manager and that will be in the field daily that works closely with the city.
- On larger clean ups, provide two full time inspectors to monitor progress and quality.
- Daily progress meetings with city staff and crew members.
- Daily safety meetings and safety inspections.
- Provide for all compliance with FEMA, ODEQ or OEM regulations as required.
- Attend meetings with FEMA, ODEQ, OEM and other agencies as necessary.
- Provide a bond for the protection of the City of Moore against claims.
- Provide a running daily total in spread sheet form including but not limited to documentation such as weight tickets, pictures, land fill tickets, truck reports, etc.
- The contractor shall explore any available options of recycling debris including any possible costs saving that can be passed along to the City of Moore.
- The cost of all land fill fees or tipping fees associated with the cleanup. (ODEQ approved land fill properly rated for the waste stream)
- Provide a video detailing the areas after the final pass of the cleanup.

**Debris Cleanup scenario for C & D Debris from a major event:**

- Debris site walk through to remove any hazards as they relate to the cleanup. This would consist of picking up various items such as: Propane bottles, auto batteries, gasoline cans, large bags of fertilizer, or multiple bags in one location, bags or drums of chlorine, large or multiple bottles of pesticides in one location, bottles of various compressed gas such as oxygen, acetylene, Freon etc. These items will be stored in a secure area provided by the City of Moore. The contractor shall be responsible to handle and dispose of all household hazardous materials. This disposal shall comply with all DEQ regulations and shall be handled by a licensed company. The contractor shall provide documentation of proper disposal.
- The contractor shall provide suitable means for the disposal and/or recycling of E-waste and household appliances know as: “*White Goods*”
- The contractor shall employ a Freon recovery company to remove the Freon from all white goods disposed of, and also from any conditioning systems that are still charged prior to condemnation or demolition. The Freon must be legally disposed of or recycled.
- The contractor shall provide a debris inspection area at which City of Moore employees or other agents of the city can inspect and document the loads of debris. This area shall be equipped to include all equipment necessary to document the loading and unloading process. (Office trailer, truck scales, video equipment, man lifts, etc. that are needed to enforce regulations necessary to comply with any Federal or State reimbursement requirements)

- Provide labor, equipment, and trucking necessary to remove debris from public property and right of ways, and any other area as directed by the City of Moore to an approved disposal site.
- Provide for the removal and storage of abandoned cars, (at the request of the Moore Police Department.)
- Provide a plan for the protection of city assets such as: City streets, signs, water services and utility services.
- Provide signage such as: Informational signs, warning signs, traffic signs, and safety fencing as needed in conjunction with the cleanup.
- Provide for the trimming or removal of storm damaged trees that are classified by the City of Moore or FEMA as dangerous in city parks and on city right of ways.
- Labor and equipment to load and remove debris from public right ways within the City of Moore.

**Vegetative Cleanup scenario for an ice or wind storm:**

- Provide labor, equipment, and trucking necessary to remove tree limbs and related debris from public property and right of ways, and any other area as directed by the City of Moore to an approved disposal site.
- The contractor shall provide a debris inspection area at which City of Moore employees or other agents of the city can inspect and document the loads of debris. This area shall be equipped to include all equipment necessary to document the loading and unloading process. (Office trailer, truck scales, video equipment, man lifts, etc. that are needed to enforce regulations necessary to comply with any Federal or State reimbursement requirements)
- Provide a plan for the protection of city assets such as: City streets, signs, water services and utility services.
- Provide signage such as: Informational signs, warning signs, traffic signs, and safety fencing as needed in conjunction with the cleanup.
- Provide for the trimming or removal of storm damaged trees that are classified by the City of Moore or FEMA as dangerous in city parks and on city right of ways.
- Labor and equipment to load and remove this debris from public right ways within the City of Moore.

**Specialty Items that shall not be included in the Contractors proposal:**

- The disposal of Industrial types of hazardous wastes that would not normally be found in a household waste stream is not to be included in this proposal. If encountered on public right of ways or in residential areas these shall be paid for as an emergency service to the contractor by the City of Moore. This disposal shall be done by a licensed company and the contractor shall provide documentation of proper disposal to the City of Moore.

The unit bid cost shall be inclusive of the items in the debris removal section of this proposal. The quoted price shall be expressed as per the Cubic Yard and a by the Ton cost. The prices should also be reflective of the difference in wind and Ice storms and storm that produces

vegetative debris or events that produce C&D type waste stream. The City of Moore shall elect which unit of payment best fits the situation. The City of Moore also reserves the right to ask the contractor to provide a “lump sum price” for the entire debris event based on upon the concurrence of the estimated amounts of debris by the contractor and the City of Moore.

**Vegetative Debris removal per Cubic yard** \$ \_\_\_\_\_

**Vegetative Debris removal by the Ton** \$ \_\_\_\_\_

**C & D Storm Debris removal per Cubic yard** \$ \_\_\_\_\_

**C & D Storm Debris removal by the Ton** \$ \_\_\_\_\_

**VENDOR INFORMATION**

**COMPANY NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_